

# DRAFT

**COUNTY OF LOUDOUN  
FIRE-RESCUE COMMISSION  
16600 Courage Court  
Leesburg, Virginia 20175  
(703) 777-0333**

**Commission Meeting**  
27 April 2004  
Classroom #2 Training Annex

**I. Call To Order: 7:00 p.m.**

Commissioner I. Buchanan	Present	Supervisor Clem	Present
Commissioner M. Buchanan	Present	LCFR Chief Griffin	Excused
Commissioner Habib	Present	Medical Director Sabella	Absent
Commissioner Love	Excused	EMS Chair Leo Kelly	Excused
Commissioner Muller	Present	Fire Chair Cunningham	Absent
Commissioner Rambo	Present		

**I. SPECIAL PRESENTATIONS:** None

**II. PUBLIC COMMENTS:** None

**III. COMMISSIONER COMMENTS:** None

**IV. DEPARTMENT REPORT:**

**1. Department of Fire and Rescue Services – B. Griffin / J. Brown**

Assistant Chief Jack Brown advised that Supervisor Clem requested that Commissioner Rambo join the Department to discuss the fire and rescue system's three-year goals at a Board of Supervisors meeting in July.

AC Brown advised that Chief Griffin signed the Northern Virginia Automatic Mutual Aid Agreement. The agreement affects Sterling Fire, Sterling Rescue, and the South Riding Station. The agreement can be expanded as needed.

AC Brown advised that the Chief Administrative Officers from the Council of Governments (COG) have approved the Urban Area Security Initiative (UASI) funding, which will allow LCFR to purchase a second set of turn out gear for career and volunteer staff, special breathing apparatus (PAPRs), and HAZMAT gear.

**2. Operations – P. Brandenburg**

Deputy Chief Brandenburg advised that Battalion Chief Cullers went to Loveland,

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Colorado for a pre-paint inspection of HAZMAT 19. Chief Brandenburg stated that the vehicle will be delivered to the County by 15 June.

DC Brandenburg stated that BC Bailey, Captain Lamb, and Captain Wright completed a pilot National Fire Academy Incident Management Team training at the George Washington University Annex in Loudoun County. The training was well received and the Department plans to request that the Council of Government make additional training resources available on weeknights and weekends for volunteers.

DC Brandenburg advised that the Division is working with the Washington Metropolitan Transit Authority to begin Metro awareness training for responders in the County due to the increased security concerns regarding the Metro system.

DC Brandenburg advised that staff assigned to Lucketts Fire have completed draft standards for all fire apparatus types. The standards have been forwarded to the Fire Council's Apparatus Standards Committee for review.

DC Brandenburg stated that the Department has submitted a Fire Act Grant for an Air and Light Generator Unit capable of powering the ECC or a station in the event of a loss of power.

### **3. Fire Marshal – J. Flippo**

Chief Fire Marshall Jeff Flippo advised that thanks to a twelve-year partnership with the Old Dominion Kennel Club, a \$2,000 MRI for one of the Department's canines was recently provided by the Club. The Club has covered veterinary care and food for the Division's canines has been and food for the past several years. Chief Flippo advised that he attended the Club's most recent dog show and expressed the Department's appreciation for their support.

Commissioner Rambo and FM Flippo discussed an appropriate way to thank the Club for their contributions over the years. Commissioner Rambo stated that he would ask the Board to recognize the Club for their service in an action item at the end of the meeting.

### **4. Communications – M. Partlow**

Deputy Chief Matt Partlow, and Communications Manager Patty Turner were attending a conference in Virginia Beach. CAD Specialist, Mike Carter, who was attending the meeting in their place, had no report.

### **5. Training and Planning – H. Dawley**

Deputy Chief Dawley advised that planning updates would be provided later in the meeting.

Chief Dawley noted that an assessment of the overtime budget is underway, but that overtime issues will not affect training activities through the remainder of this year. He stated that possible class cancellations have been avoided through a review of the remaining overtime budget.

DC Dawley advised that on 4 -5 May, an assessment center will be held for two

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Battalion Chief positions. The Human Resources and Organizational Development and the Training Battalion Chiefs will be following the reviews.

### **V. COUNCIL REPORTS:**

#### **A. EMS COUNCIL – L. Kelly**

Deputy Chief J.J. Brown advised that Deirdre Jepsen of Arcola Fire and Rescue is currently in the I.C.U at Loudoun Hospital Center. He stated that she has decided to retire from the system and Arcola is planning a retirement party for her on 15 May.

#### **B. FIRE COUNCIL – J. Cunningham**

Commissioner Buchanan submitted the following report from the Fire Council's last meeting:

- The Fire Council endorsed enacting the NOVA manuals and dispatch policies for a 90-day trial period.
- The Fire Council endorsed the policy for inside gas leak responses.
- The Council expressed concern that SCBA fit testing was scheduled for February and has not started yet. Fit testing is overdue for several stations..

Commissioner Rambo suggested that a guideline for SCBA mask testing should be prepared to mirror the N-95 mask fit testing requirements.

### **VI. MEDICAL DIRECTOR REPORT – Dr. D. Sabella**

Deputy Chief J.J Brown advised that Medical Director Sabella and Assistant Medical Director Morgan are reviewing the emergency medical dispatch protocols and dispatch codes. Recommendations will be provided to the Commission soon.

DC Brown advised that the 18 May EMS Council meeting would be at the Loudoun Hospital Center to recognize the naming of the Emergency Department after Dr. Sabella.

### **VII. DISCUSSION TOPICS:**

#### **1. FRG Administration 3.0.2, Code of Conduct - Criminal and Traffic Offenses (Action) – D. Rambo**

Commissioner Rambo stated that an updated version of FRG 3.0.2 was distributed prior to the Commission meeting based on the suggestions and comments that were submitted to the Commission. He stated that several red line changes are needed this evening based on additional comments that were received from Loudoun Rescue and several other stations.

All Commissioners agreed that the comments that were made are appropriate and additional items need to be addressed. Discussion followed to address modifications.

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Assistant Chief Jack Brown noted that there are uncertainties in the FRG regarding how the guideline would apply to career staff. Commissioner Rambo noted that while the County has personnel policies to address the issues discussed in the FRG, a common guideline is needed for everyone. Commissioner Habib expressed concern on the 48-hour notification period as well as concern should a senior officer in the company commit the offense. Both issues were addressed during discussion. Commissioner Muller advised of his concern that the reporting requirements for the volunteer infractions were different than career staff infractions.

Commissioner Rambo addressed the comments that were made by noting that the FRG provides a course of action in the event of a serious offense. He continued that each company should have their own disciplinary guidelines and that the Commission would engage in the review of an issue only if a company fails to respond responsibly. Commissioner Rambo reviewed the following changes that were suggested:

- a. In paragraph # 2, the words "In the event of any," will be replaced by: "Following the notification of..." and he added that "Notification to the President of the department, and the Chairman of the Fire and Rescue Commission as well."
- b. In paragraph # 8, after the words "disqualification period," the word "shall," will be changed to the word: "may."
- c. There will be an addition of paragraph # 11 to read: "If the Commission takes disciplinary action against any individual within the guidelines of this policy, that they may appeal this decision within 14 days to the Commission, where an Executive Session will be scheduled. A majority decision of the Commission will be final following the Executive Session."

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Muller to move this discussion to an action item for approval with the ability to amend at a later time.

*The motion was adopted (5-0-0-2)*

## **2. FRG Administration 3.0.3, Code of Conduct – Sexual Harassment (Action) – D. Rambo**

Commissioner Rambo advised he has prepared a draft sexual harassment guideline for consideration by the Commission. The guideline is virtually verbatim from the County's policy on sexual harassment guidelines.

Commissioner Rambo further advised that the second paragraph requires that each Company adopt written guidelines and procedures for handling complaints by no later than 1 September.

A motion was made by Commissioner M. Buchanan and seconded by Commissioner I. Buchanan to move this discussion to an action item.

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*The motion was adopted (5-0-0-2)*

### **3. FRP 4.2.1, Distribution of FY05 County Contributions (Discussion) – D. Rambo**

Commissioner Rambo advised that he received the FY03 call count reports from PIO Mary Maguire. PIO Maguire advised that the dollar amounts of station contributions are identical to last year, not including the proffers.

Commissioner Rambo stated that perhaps it would be wise to discuss setting some of the monies aside for certain requirements that arise through out the year, particularly for smaller companies. All Commissioners agreed that it would be wise to discuss the budget and target a decision for allocation at the next scheduled Commission meeting.

### **4. Status of Board of Supervisors Actions – B. Griffin**

#### **a. Purcellville Rescue Grant Request**

Commissioner Rambo advised that the Public Safety Committee meeting was rescheduled to 3 May and there is no additional information on Purcellville's Rescue's request.

#### **b. Planning Commission Action on Training Center Annex**

Commissioner Rambo advised that the Planning Commission approved the Special Exception for the Training Center Annex unanimously. On 11 May, the Special Exception is on the Board's public hearing agenda. The Commission will request at that the Board suspend the rules and grant the Special Exception.

#### **c. Review of commitment letter for addition of two self-funded MEDEVAC bases for the County**

Commissioner Rambo advised that the Public Safety Committee has received two letters requesting approval to establish MEDEVAC bases within the County. Both PHI Medevac and the Washington Hospital Center have proposed to establish MEDEVAC bases at the Leesburg Airport.

Commissioner Rambo noted that requests were not sent to the Commission first and that the Commission is responsible for approving the establishment of fire and rescue stations within the County. Commissioner Rambo requested that the Commission endorse the requests and authorize communications with the Board of Supervisors notifying them of our recommendation.

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Muller to move consideration of the endorsement the to an action item.

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*The motion was adopted (5-0-0-2)*

## **4. Report on Senior Leadership Conference – D. Rambo**

Commissioner Rambo thanked everyone who participated in the Leadership Conference, particularly Frankie Rust and Commissioner Love, who helped to organize the conference. Commissioner Rambo stated that many important topics were addressed, including purchasing ethics, career and volunteer officer responsibilities, legal issues, and use of public information officers. He suggested that we may wish to consider a quarterly session to discuss current issues with company leadership.

## **5. Capital Facilities Programs and Issues (Status)**

DC Dawley outlined the status of the following capital facilities projects:

### **a. Station Partnership Proposal– H. Dawley / D. Rambo**

Commissioner Rambo and DC Dawley will be scheduling a meeting with the County Administrator during May to discuss key attributes of the proposed County – volunteer partnership structure..

### **b. South Riding Fire and Rescue Station - H. Dawley**

100% construction drawings have been received and reviewed by the County, the Department and Arcola Fire and Rescue. Several meetings have been held with Toll Brothers', their civil engineers, the Hughes Group design team, and senior County Administration during the past few weeks to finalize the site plan consistent with proffer agreements. Toll Brothers will provide a graded pad site and infrastructure for station construction. Final site plan discussions and endorsement is expected within two weeks, permitting solicitation of a general contractor.

Commissioner Rambo suggested the Department and Arcola Fire and Rescue begin to organize a groundbreaking ceremony for the community. The ceremony should be scheduled before site construction begins in order to thank everyone that assisted the project.

### **c. Opening of Broadlands Temporary Fire and Rescue Station - H. Dawley**

Construction of interior crew quarters have been underway for two weeks, with electrical and phone/data cable routing and mechanical/plumbing distribution targeted for May. Facility finishes will be selected during a meeting with the building owner/contractor next week. Completion of project construction is expected in mid to late June. Ashburn Fire and Rescue is concurrently procuring furnishings and equipment to make the facility operational consistent with scheduled opening.

Commissioner Rambo requested that a similar opening ceremony be held for the community to thank everyone who helped with the project.

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### **d. Master Schedule for Capital Facilities Programs – H. Dawley**

DC Dawley provided the current CIP project development schedule to the Commission. He advised that an increase in the price of steel could influence the budgets for the current CIP projects. Funding from the General Fund may be required to offset the increased construction costs.

DC Dawley noted that five new stations could be in service within the next five years. He advised that the staffing needs for the stations should be addressed as a part of our budget preparations.

DC Dawley advised that he would return with a revised project development schedule update every 3-6 months.

### **e. Station Renovation/Rehabilitation Study - H. Dawley**

Heery has completed assessment visits for each of the 13 stations defined in this project's scope of work. A sample report will be provided for comment this week and individual station reports are scheduled for completion by mid-May. Heery will schedule briefings with each volunteer company following delivery of their findings in May.

### **f. Rural Water Supply Tank Installations – H. Dawley**

Installation of three (3) 15,000 gallon water tanks is underway. The tanks are located at the Bluemont Community Center, the Lincoln Elementary School, and the Neersville Fire Station. The tanks will be installed by the end of May.

### **g. Exhaust Recovery System Installations – H. Dawley**

A Request for Proposal (RFP) has been released for the installation of hose-free exhaust recovery systems at Round Hill Fire and Rescue, Aldie Fire, and Lucketts Fire. Each facility has been examined by structural engineers and is able to accommodate the recovery systems. Vendor selection is anticipated in late May or early June and installation will be carefully coordinated with recipient companies.

### **h. Training Center Annex – H. Dawley**

The Planning Commission endorsed the Training Center Annex Special Exception on 19 April. The Board of Supervisor Public Hearing is scheduled for 11 May. The Virginia Department of Environmental Quality (DEQ) has reviewed the project and has issued a formal determination that the burn facility is compliant with relevant regulations without the need to obtain issuance of additional permits. Solicitation of construction bids will follow Board approval.

## **6. FRG 2.1.2.1, N95 Respiratory Mask (Action) – J. Brown / D. Rambo / L. Kelly**

Commissioner Rambo advised that the Commission endorsed the use of a consent form in lieu of a medical questionnaire at the March meeting. The

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consent form removed objections that were delaying the start of N-95 mask fit testing for volunteers.

Commissioner Rambo advised that he included the following additional paragraphs in FRG 2.1.2.1. The revisions have been reviewed and accepted by the EMS Council:

¶ 1 – States that all career and volunteer fire and rescue staff are required to do N95 fit testing once per year.

¶ 2 – States that use of the respirators shall be as directed by the Operational Medical Director and the Bloodborne Pathogen Guideline (currently under revision).

¶ 3 – States that in lieu of completing the medical questionnaire, personnel can complete the consent form. Medical personnel will be made available to all volunteers and career staff to answer any questions.

Since the guideline was expanded from the concept adopted by the Commission in April, Commissioner Rambo requested that the Commission formally consider the proposed draft. The Commission agreed to move the draft to the action item agenda.

### **7. Squad Truck Standards (Status) – L. Kelly / M. Buchanan / A. Love**

Commissioner M. Buchanan advised that there is no current status. DC J.J. Brown advised that issues are still being resolved in the Squad Truck Standard Committee.

### **8. NOVA Manuals Recommendations (Status) – P. Brandenburg / J. Cunningham**

DC Pat Brandenburg advised that the Fire Council voted to endorse the NOVA manuals, effective date of 1 June 2004. The additional month gives the Emergency Communications Center an additional month to implement the dispatch algorithms. A 90-day trial period will start following the effective date. Commissioner M. Buchanan advised that the Fire Council would consider revisions following the trial period.

Commissioner Rambo inquired how future changes could be made after the trial period. DC Brandenburg advised that most of the revisions would be dispatch changes.

### **9. County Decals for Volunteer Auxiliaries – A. Love / D. Rambo**

Commissioner Rambo advised that legislation has been approved to provide fire and rescue auxiliaries courtesy County decals. DC J.J. Brown advised that the County is having a hard time identifying the Company auxiliaries. Commissioner Rambo added that the Commission would help develop guidelines to help accurately identify the current auxiliaries.

### **10. Computerized Mapping Initiative (Discussion) – M. Buchanan**



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Commissioner M. Buchanan advised that the Fire Council discussed upgrading the method for providing accurate maps for stations. He noted that the size of the mapping books is getting larger and questioned whether computerized mapping is available.

Commissioner Rambo suggested that the Fire Council, CAD Specialist Mike Carter, DIT, and GIS specialist Kate Nedrich meet to discuss hardware options available to address this resource. He added that E911 revenue could be available for the procurement of an appropriate solution.

### **11. FRG 3.1.7 Response to Inside Gas Leak - D. Rambo**

Commissioner Rambo advised that Fire Council and EMS Council have reviewed the FRG and requested the following change:

1- To change ¶ 1-C – to read: “One BLS transport unit.”

The Commission agreed to move this item to the action item agenda.

### **12. By-law amendment (Action) – D. Rambo**

Commissioner Rambo noted that a revision to the current Commission bylaws is required to address periods when an Acting Chief represents the Department. Commissioner Rambo advised that he will draft a bylaw amendment for consideration next month.

## **VIII. ACTION ITEMS:**

### **1. Consideration of Minutes from 30 March 2004 Commission meeting – A. Hackney**

A motion was made by Commissioner M. Buchanan and seconded by Commissioner I. Buchanan to endorse the 30 March Commission Minutes as distributed.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

### **2. Consideration of FRG Administration 3.0.2, Code of Conduct – Criminal and Traffic Offenses – D. Rambo**

A motion was made by Commissioner Muller and seconded by Commissioner I. Buchanan to approve FRG Administration 3.0.2 Code of Conduct – Criminal and Traffic Offenses as amended.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

### **3. Consideration of FRG Administration 3.0.3, Code of Conduct – Sexual Harassment**

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A motion was made by Commissioner M. Buchanan and seconded by Commissioner I. Buchanan to approve FRG Administration 3.0.3 Code of Conduct – Sexual Harassment.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

### **4. Consideration of FRG Operations 2.1.2.1, N95 Respiratory Mask - D. Rambo**

A motion was made by Commissioner Muller and seconded by Commissioner M. Buchanan to approved FRG Operations 2.1.2.1- N95 Respiratory Mask as amended.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

### **5. Consideration of MEDEVAC Air Bases in Loudoun County – D. Rambo**

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to recommend Board of Supervisors approval of two MEDEVAC helicopter bases at Leesburg Airport.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

### **6. Consideration of FRG Operations 3.1.7 Response to Inside Natural Gas or propane Leaks – D. Rambo**

A motion was made by Commissioner I. Buchanan and seconded by Commissioner Habib to approve FRG 3.1.7 Response to Inside Natural Gas or Propane Leaks as amended.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

### **7. Consideration of Initial Use of NOVA Manuals – D. Rambo**

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to initiate the use of the NOVA manuals effective 1 June 2004 for a 90-day trial period. This approval is in addition to the previous actions of the Commission incorporating issues raised by the EMS Council

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

### **8. Consideration of a Resolution of Appreciation for the Old Dominion Kennel Club – D. Rambo**

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to recommend that the Board of Supervisors consider a Resolution of Appreciation for the Old Dominion Kennel Club for their efforts on behalf of the

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Loudoun Fire-Rescue System.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

**9. Consideration of a Resolution of Appreciation and Plaque for Chief Robert P. Griffin, Jr. upon his departure from the Loudoun Fire and Rescue System – D. Rambo**

A motion was made by Commissioner Rambo and seconded by Commissioner Habib to request that the Board of Supervisors consider a Resolution of Appreciation for Chief Robert P. Griffin, Jr.. A motion was also made for the Commission to award a plaque of appreciation to Chief Griffin.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

**10. Consideration of Commission Funding for the Loudoun County Fire and Rescue Hall of Fame Award – D. Rambo**

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Habib to authorize the Commission to purchase awards for the recipients of the Loudoun County Hall of Fame Award.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

**11. Consideration of Commission Contribution toward a Gift from the Loudoun County Fire and Rescue System for Chief Robert P. Griffin, Jr. – D. Rambo**

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to authorize the expenditure of \$500 as a contribution to the Department of Fire and Rescue Services for purchase of invitations and an appreciation gift for Chief Robert P. Griffin, Jr..

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

**12. Consideration of Resolution of Appreciation for Deirdre Jepsen on the Occasion of Her Retirement from the Loudoun County Fire and Rescue System – D. Rambo**

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to request that the Board of Supervisors consider a Resolution of Appreciation for Ms. Deirdre Jepsen the occasion of her retirement from the Loudoun County Fire and Rescue System.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*

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### **IX. ANNOUNCEMENTS:**

#### **1. Annual Awards Banquet, 13 May 2004**

The Annual Awards Banquet will be held at the Holiday Inn at Caradoc Hall in Leesburg, beginning at 1800 hours.

#### **2. Chief Robert Griffin Farewell Party, 14 May 2004**

A farewell dinner for Chief Griffin will be held at the Holiday Inn/Dulles Airport in Sterling beginning at 1830 hours.

#### **3. Retirement Party for Deirdre Jepsen, 15 May 2004**

A retirement party for Deirdre Jepsen will be held at her home on 15 May 2004. Additional information can be obtained from Rescue Chief Kit Fraley of Arcola Fire and Rescue.

#### **4. Temporary Department Appointments – AC J. Brown**

AC J. Brown advised that upon Chief Griffin's departure, DC Howard Dawley will be the Acting Assistant Chief of the Department of Fire and Rescue Services and that PIO Mary Maguire will become the Acting Deputy Chief of Planning and Administration. In addition, AC J. Brown advised that the Training Division would become the responsibility of the Operations Division.

#### **5. The Regional EMS Forum, 19 May, 2004**

DC J.J. Brown advised he would attend the Regional EMS Forum representing the EMS Council and will report the outcome at the next meeting.

### **IX. EXECUTIVE SESSION: None**

### **X. ADJOURNMENT:**

A motion was made by Commissioner I. Buchanan and seconded by Commissioner Habib to adjourn the Commission meeting until the next scheduled date of 25 May 2004 at 1900 hours in the training center.

*The motion was adopted 5-0-0-2  
(Chief Griffin and Commissioner Love excused)*